

# NAVAJO COUNTY BUILDING DEPARTMENT



100 East Code Talkers Dr  
Holbrook, Arizona 86025  
Ph (928)524-4100  
Fax (928) 524-4122

1100 E Thornton Rd  
Show Low, Arizona 85901  
Ph (928) 532-6040  
Fax (928) 532-6044

2188 West Country Club Dr.  
Overgaard, Arizona 85933  
Ph (928) 535-7110  
Fax (928) 535-7114

## CONSTRUCTION PERMIT APPLICATION

Please Check Project Below

New Start Dwelling	Townhouse or Apartment	Garage or Accessory Building	Remodel or Addition
Commercial Building	Sign or Billboard	Gas Line	Meter Loop

\* See Checklist of Documents Required to Process your Application

### Property Information

Assessor's Parcel Number :	Construction Address :
City : State :	Zoning :
Property Owner's Name :	Phone :
E-mail Address :	Preferred Contact : Homeowner Contractor
List Any Existing Buildings on the Property at Present :	
Septic System Installed ? Yes No	Septic Permit Number :
Sewer Improvement District Release : Yes No	Well on Property : Yes No

### New Construction Specification

Livable sq ft : Garage sq ft : Attached / Detached	Project Description :
Porch sq ft : Deck sq ft :	Number of Bedrooms :
Accessory sq ft : Total sq ft :	Number of Bathrooms :
Type of Construction : Roof : Walls :	Number of Floors : Number of Rooms :
Length : Width : Height :	Gas Appliances : Yes No
Allowable Zoning Lot Coverage % : Total Lot Area - sq ft :	Floor Area - sq ft (include all buildings) : Total Lot Coverage % :

### Contractor Information

Name :	Address :
Phone :	E-mail Address :
City :	State : ROC # :
I am a property owner working on my own home.	Date : Initials :

1. I understand this Permit does not waive any other laws, codes, ordinances, or regulations that may apply to this project. My contractor and I are responsible for determining what laws, codes, ordinances, and regulations apply to this project and will comply with them.
2. I grant the building inspector permission to enter the premises at all reasonable times and for any proper purpose to inspect the work authorized by this Permit.
3. I understand that my Contractor and I are solely responsible for the soil conditions on the property.
4. I understand that remodels and/or additions will potentially raise my home value and increase my tax valuation for the property.

### Owners / Agent Certification :

I hereby certify that I have read and examined this application and the pertaining documents, and know same to be true and correct.

Owner / Agent Signature :

Date :

Date:  /  / 

County Date Stamp :

**CONSTRUCTION SUBMITTAL PLAN CHECKLIST**

\* PLEASE CHECK EACH BOX BELOW TO INDICATE ITEMS INCLUDED IN YOUR SUBMITTAL PACKAGE. INCOMPLETE SUBMITTALS WILL RESULT IN A TIME DELAY FOR PROCESSING. \*

**PROJECT INFORMATION**

Project Description : _____	
_____	
Submitted by :	Phone # :
Site Address :	E-mail :
Parcel # :	
Site Plan : Two (2) Copies of Site Plan drawings - if 24" x 36" please include an additional 11" x 17" copy.	
Project Location	Setbacks with Dimensions
Driveway Location	Dimensions of Property Lines
Septic System Location with Dimensions / Sewer Release	Distance from Adjacent Buildings
North Arrow, Legend, & Scale	Easements
Lot Area / Sq Ft	Sq Ft of Structures
Building Plan : Two (2) Copies of Construction Documents (Additional Set for Commercial Projects)	
Foundation Plan	Floor Framing Plan - (if Wood Floor)
HVAC Location Type (# and Size of Units)	Floor Plan
Electric Plan	Roof Framing Plan
Building Elevations	Address
2 Sets of Building Engineering (if Necessary)	2 Sets of Truss Calculations (w/approved snow load)
General Sectional Detail	

Applicant / Owner has verified that the subject submittal is in compliance with CC&R's, HOA, and/or POA or any deed restrictions.

I attest that public, legal access is available to the subject property.

**TO BE COMPLETED BY NAVAJO COUNTY**

Navajo County Department Approval	Building Department Comments
Verify ROC (Registrar of Contractor) License	
Navajo County Engineering Department	
Navajo County Flood Control	
Navajo County Planning & Zoning	
Reviewed By : _____	
Date Reviewed :	